



NAVAL POSTGRADUATE SCHOOL

MONTEREY, CALIFORNIA

JOINT APPLIED PROJECT

DEVELOPMENT OF A NAVAL SUPPLY SYSTEMS COMMAND ACQUISITION SUPPLEMENT— A BUSINESS PRACTICE IMPROVEMENT

September 2015

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REPORT DOCUMENTATION PAGE			<i>Form Approved OMB No. 0704-0188</i>	
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington DC 20503.				
1. AGENCY USE ONLY (Leave blank)		2. REPORT DATE September 2015	3. REPORT TYPE AND DATES COVERED Joint Applied Project	
4. TITLE AND SUBTITLE DEVELOPMENT OF A NAVAL SUPPLY SYSTEMS COMMAND ACQUISITION SUPPLEMENT—A BUSINESS PRACTICE IMPROVEMENT			5. FUNDING NUMBERS	
6. AUTHOR(S) Stevenson, Annette				
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Naval Postgraduate School Monterey, CA 93943-5000			8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING /MONITORING AGENCY NAME(S) AND ADDRESS(ES) N/A			10. SPONSORING/MONITORING AGENCY REPORT NUMBER	
11. SUPPLEMENTARY NOTES The views expressed in this thesis are those of the author and do not reflect the official policy or position of the Department of Defense or the U.S. Government. IRB Protocol number ____N/A____.				
12a. DISTRIBUTION / AVAILABILITY STATEMENT Approved for public release; distribution is unlimited			12b. DISTRIBUTION CODE	
13. ABSTRACT (maximum 200 words) The Naval Supply Systems Command (NAVSUP) must streamline its method of providing acquisition-related procedures, guidance, and instructions to its contracting workforce. NAVSUP's supplemental guidance to the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Naval Marine Corps Acquisition Regulation Supplement (NMCARS) is currently published in 142 policy letters and 13 directives. NAVSUP's current process of providing policy and guidance via dissemination of 155 individual documents is an inefficient method of communicating contracting policy and guidance to its acquisition workforce. Consolidation and organization of the information contained in these documents into a single acquisition supplement will provide the contracting workforce with an efficient method of accessing needed information when awarding and administering contracts in support of assigned logistics support functions and acquisitions related to NAVSUP's unique contracting authorities. It will also improve the NAVSUP Contracting Management Directorate's ability to efficiently communicate acquisition policy, guidance, and instructions to its acquisition workforce. This business practice improvement effort will improve communication between the NAVSUP Contracting Management Directorate's policy team, decision makers and contracting workforce; increase workplace productivity; and provide the acquisition workforce an efficient resource for obtaining NAVSUP supplemental guidance to the FAR, DFARS, and NMCARS.				
14. SUBJECT TERMS acquisition supplement, acquisition policy			15. NUMBER OF PAGES 75	
			16. PRICE CODE	
17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UU	

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**DEVELOPMENT OF A NAVAL SUPPLY SYSTEMS COMMAND
ACQUISITION SUPPLEMENT—A BUSINESS PRACTICE
IMPROVEMENT**

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Submitted in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE IN CONTRACT MANAGEMENT

from the

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DEVELOPMENT OF A NAVAL SUPPLY SYSTEMS COMMAND ACQUISITION SUPPLEMENT—A BUSINESS PRACTICE IMPROVEMENT

ABSTRACT

The Naval Supply Systems Command (NAVSUP) must streamline its method of providing acquisition-related procedures, guidance, and instructions to its contracting workforce. NAVSUP's supplemental guidance to the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Naval Marine Corps Acquisition Regulation Supplement (NMCARS) is currently published in 142 policy letters and 13 directives. NAVSUP's current process of providing policy and guidance via dissemination of 155 individual documents is an inefficient method of communicating contracting policy and guidance to its acquisition workforce. Consolidation and organization of the information contained in these documents into a single acquisition supplement will provide the contracting workforce with an efficient method of accessing needed information when awarding and administering contracts in support of assigned logistics support functions and acquisitions related to NAVSUP's unique contracting authorities. It will also improve the NAVSUP Contracting Management Directorate's ability to efficiently communicate acquisition policy, guidance, and instructions to its acquisition workforce. This business practice improvement effort will improve communication between the NAVSUP Contracting Management Directorate's policy team, decision makers and contracting workforce; increase workplace productivity; and provide the acquisition workforce an efficient resource for obtaining NAVSUP supplemental guidance to the FAR, DFARS, and NMCARS.

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LIST OF ACRONYMS AND ABBREVIATIONS

ACOM	Assistant Commander for Contracting
CFR	Code of Federal Regulation
COMNAVSYSKOM	Commander, Naval Supply Systems Command
COR	Contracting Officer Representative
EBUSOPSOFFINST	eBusiness Operations Instruction
DAR	Defense Acquisition Regulation
DARS	Defense Acquisition Regulation System
DASN	Deputy Assistant Secretary of the Navy
DAWIA	Defense Acquisition Workforce Improvement Act
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DON	Department of the Navy
DPAP	Defense Procurement and Acquisition Policy
ERP	Enterprise Resource Planning
FAR	Federal Acquisition Regulation
FLC	Fleet Logistic Center
GLS	Global Logistics Support
GSA	General Services Administration
HCA	Head of the Contracting Activity
NAVCOMPT	Navy Comptroller
NAVSUP	Naval Supply Systems Command
NAVSUPINST	Naval Supply Systems Command Instruction
NDAA	National Defense Authorization Act
NEXCOM	Navy Exchange Command
NFCS	Navy Field Contracting System
NLL	Naval Logistics Library
NMCARS	Navy and Marine Corps Acquisition Regulation Supplement

NMLC	Naval Medical Logistics Command
PGI	Procedures, Guidance, and Information
PPMAP	Procurement Performance Management Assessment Program
RCP	Request for Contractual Procurement
SME	Subject Matter Expert

ACKNOWLEDGMENTS

I would like to thank my advisors, Dr. Charles Pickar and Mr. Clarence Belton, for their guidance. This project would not have been possible without the support of these advisors and the NAVSUP Headquarters Contract Management Directorate. I would like to thank the entire Contract Management Directorate staff for their support. I would also like to acknowledge Mr. Frank Duggan of the Naval Sea Logistics Center, and thank him for being understanding during the final weeks of this project completion. Finally, I thank my husband, Edward, and my children, Jasmine and Jordan, for patience and support while sacrificing family time that is invaluable, especially for military families like ours.

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I. INTRODUCTION

A. BACKGROUND

1. The Naval Supply Systems Command

The Naval Supply Systems Command's (NAVSUP) mission is to deliver sustained global logistics and quality-of-life support to the Navy and the joint warfighter. (NAVSUP, n.d., para 1). The NAVSUP and Navy Supply Corps teams, which include a diverse group of more than 25,000 civilian and military personnel, "form a network of professionals who deliver products and services to customers in the fleet and across the world" ("Senior Contracting Experts," 2014, para. 9). Together, they "oversee a diverse portfolio, including supply chain management for material support to Navy, Marine Corps, joint and coalition partners, supply operations, conventional ordinance, contracting, resale, fuel transportation, security assistance, husbanding, and quality-of-life issues for our naval forces, including food service, postal services, Navy Exchanges, and movement of household goods" ("Senior Contracting Experts," 2014, para. 9). The NAVSUP contracting workforce strives to provide "top-notch support to the warfighter" ("Senior Contracting Experts," 2014, para. 9).

The Commander, Naval Supply Systems Command (COMNAVSYSKOM) is the Head of the Contracting Activity (HCA) for the Navy Field Contracting System (NFCS) (NAVSUP, 2012). The NFCS includes Navy contracting activities exercising contracting authority derived from COMNAVSUPSYSCOM as HCA, plus the Navy Exchange Command (NEXCOM). As HCA, COMNAVSYSKOM has overall responsibility for management and oversight of delegated contracting authority within the organization and activities whose authority is derived from the HCA.

The NAVSUP Contracting Management Directorate, located at NAVSUP Headquarters, Mechanicsburg, Pennsylvania, executes HCA and headquarters authority for contracting policy matters, operational oversight, and specific approval actions. The Directorate manages the NFCS, which includes contracting activities with contracting authority delegated from the COMNAVSYSKOM. This includes the NAVSUP Weapons

Systems Support activity; Fleet Logistics Centers (FLCs) located in Florida, Virginia, Hawaii, California, Washington, Japan, and Italy; Commander, Joint Task Force-Horn of Africa; Navy Exchange Command; Naval Oceanographic Office; Naval Medical Logistics Command; and contracting activities with purchase card authority. NAVSUP, through the NFCS, is responsible for “procuring all supplies and services for non-contracting Navy activities, offices, or commands for which no other HCA is delegated contracting authority” (NMCARS, 2015). The core business of activities deriving their contracting authority from COMNAVSUPSYSCOM as HCA is to deliver combat capability through logistics in support of Navy customers outside the cognizance of other Navy HCAs.

The NAVSUP Assistant Commander for Contracting (ACOM), Contracting Management Directorate, is “the strategic leader for the NAVSUP contracting community and is tasked with providing a framework for the delivery of contracting services” across the NFCS. The ACOM for contracting serves as the “HCA principal staff for contracting policy matters, operational review and specific approval actions, and acts for the HCA in the management of contracting and purchasing matters under the purview of NAVSUP” (NAVSUP Contracting Management, n.d., para 1). The NAVSUP Contracting Management Directorate’s mission is to “provide contracting support that allows NAVSUP to deliver sustained weapons support, global logistics and quality-of-life support, enabling the Navy to be ready to fight and responsibly employ resources” (Bennington, 2015).

The NAVSUP Contracting Management Directorate supports and elevates capabilities of its contracting workforce by providing management and technical support, with emphasis on procurement process management, strategic sourcing, end-to-end process integration, HCA oversight, services contracts management, and procurement policy and guidance. Support includes issuance of acquisition policy and guidance to the contracting workforce when supplemental information to the FAR, DFARS, and Naval Marine Corps Acquisition Regulation Supplement (NMCARS) are necessary. Central repositories for NAVSUP’s policy letters and directives include the Naval Logistics Library (NLL) and the Directorate’s Contracting Knowledge website.

2. Acquisition Regulations and Supplements

The Defense Acquisition Regulations System (DARS) creates and maintains Department of Defense (DOD) acquisition regulations that include rules and guidance to facilitate the acquisition workforce as they procure supplies and services. “The FAR was established to codify uniform policies for acquisition of supplies and services by executive agencies” (“Acquisition Regulations,” n.d., para 1), and is the responsibility of the Administrator of General Services, the Secretary of Defense, and the Administrator for the National Aeronautics and Space Administration. The DFARS establishes uniform DOD policies and procedures implementing and supplementing the FAR. The DARS office is used to create and maintain the FAR and the DFARS.

“The NMCARS establishes uniform Department of the Navy (DON) policies and procedures implementing and supplementing the FAR and the DFARS. It is prepared, issued, and maintained pursuant to the authority of Secretary of the Navy Instruction (SECNAVINST) 5400.15” (NMCAR, 2015). The NMCARS “contains mandatory acquisition policies and procedures, including delegations of authority and assignment of responsibilities. It also addresses administrative matters including procedures for processing documents for higher level approval, internal reporting requirements, and discretionary practices” (Policy & Guidance, n.d., p. 1.). The NMCARS applies to all DON Activities; however it does not include supplemental NAVSUP guidance or address NAVSUP specific administrative matters that are necessary for execution of NAVSUP delegated authority.

As supplemental guidance to the FAR, DFARS, and NMCARS, NAVSUP issues acquisition policy, guidance, and information via policy letters, instructions, and publications. Over the years, the number of NAVSUP issued policy letters, instructions, and publications has grown immensely, resulting in information necessary for the acquisition workforce being dispersed within over 100 different documents that have become administratively burdensome and an inefficient method of communicating acquisition policy, guidance, and information to the workforce.

This current business practice of disseminating procurement policy and guidance that supplements the FAR, DFARS, and NMCARS via policy letters and directives has resulted in the sum of 155 acquisition related documents that are available to the contracting workforce by searching the NLL and NAVSUP's Contracting Knowledge website. NAVSUP's acquisition workforce must research the FAR, DFARS, NMCARS, and look into 155 places to review NAVSUP policy letters and directives for information and guidance necessary to conduct NAVSUP business.

B. PURPOSE OF PROJECT

The NAVSUP Contracting Management Directorate's primary method of communicating acquisition-related procedures, guidance, and information to its contracting workforce is through issuance of NAVSUP policy letters and directives. The workforce must look in each individual policy letter and directive when needed. In order to retrieve information, they must look in up to 155 places, rather than a central repository. The NAVSUP acquisition workforce should have one central repository, like an acquisition supplement, for accessing NAVSUP policy letters and directives. The current business practice is both ineffective and inefficient.

The objective of this project is to streamline NAVSUP's process for communicating acquisition-related procedures, guidance, and information to its contracting workforce and to improve a business practice through initiation of the development of a NAVSUP Acquisition Supplement. This product will serve as a supplement to the FAR, DFARS, and NMCARS, and will consolidate NAVSUP's supplemental acquisition policy, guidance and information into a single document. The supplement will eliminate the need for NAVSUP's contracting workforce to go through the cumbersome process of locating and reviewing multiple policy letters and directives to obtain supplemental FAR, DFARS, and NMCARS information and guidance and ensure that supplemental guidance is easily accessible. This project will significantly reduce the number of policy letters and directives required and streamline the process for updating and maintaining acquisition related policies, procedures, directives, and FAR, DFARS, and NMCARS supplemental guidance. The NAVSUP Acquisition Supplement will be a

primary resource for the NAVSUP acquisition workforce to obtain NAVSUP's supplemental guidance to the FAR, DFARS, and NMCARS. The result will be a business practice improvement that will streamline NAVSUPSYSCOM's method of communicating acquisition related procedures, guidance and instructions to its contracting workforce.

C. RESEARCH QUESTIONS

This research seeks to answer the following questions:

Primary

1. How can NAVSUP effectively and efficiently provide supplemental FAR, DFARS, and NMCARS guidance, and communicate NAVSUP acquisition related policy and information to the acquisition workforce?

Secondary

2. What are best practices across DOD on disseminating information that implement and supplement to FAR, DFARS, and NMCARS regulations and guidance, and communicating policy and guidance necessary to conduct business at agency and component levels?

D. METHODOLOGY

The approach to accomplishing this project includes evaluation of NAVSUP's current process for communicating acquisition policy and guidance to its acquisition workforce, to include identification of the tools currently used to communicate the information. NAVSUP's acquisition-related policy letters and directives are reviewed to determine if the information published in those documents is current, relevant, or obsolete. The NAVSUP Contracting Management Directorate will be provided a list of NAVSUP policy letters and directives determined obsolete, so that actions can be taken to cancel and remove them from the NLL. The Directorate will also be provided a list of NAVSUP policy letters and directives determined relevant to the HCA's mission. Policy and guidance provided in policy letters and directives identified as current and relevant should be incorporated into a NAVSUP Acquisition Supplement. This report includes a recommended structure and organization of a NAVSUP Acquisition Supplement. The NAVSUP Contracting Management Directorate will be responsible for ensuring that

relevant acquisition policies, guidance, and information are documented in a supplement, to include phasing-in NAVSUP's acquisition-related policy letters and directives. The data used for this project is limited to the information contained in Federal, DOD, and DON acquisition regulations and supplements, and NAVSUP acquisition policy letters and directives.

E. BENEFITS AND LIMITATIONS

The information reviewed for this project will help the reader understand how acquisition rules and regulations flow down to the acquisition workforce. The information will also provide an understanding of the processes currently being used to communicate acquisition policy, guidance, and information to the acquisition workforce, and the importance of ensuring that the workforce receives the guidance they need to meet organizational objectives. There are many resources available to the acquisition workforce that provide information and guidance. However, supplemental information specific to a HCA, in addition to Federal, DOD, and DON rules and regulations, are necessary to adequately conduct the business of the organization and to meet unique requirements

Components are "responsible for establishing adequate and effective internal controls to carefully manage and closely oversee the execution of delegated contracting authority for assigned contracting mission functions" (NMCARS, 2015). Each DON HCA is delegated a unique contracting authority. To ensure compliance, consistency, transparency, quality, accountability, and responsibility in these specific areas, components should communicate policy, guidance, and information supplemental to FAR, DFARS, and NMCARS that address each unique contracting authority, to the contracting offices that support those contracting mission functions.

It is imperative that members of the acquisition workforce have tools necessary to perform their jobs. A NAVSUP acquisition regulation supplement is a tool that the Contracting Management Directorate can use to provide supplemental FAR, DFARS, and NMCARS guidance, and to set standards for the NAVSUP Enterprise consistent with those necessary to meet the command's mission objectives. The result will be a more

efficient and effective method of making supplemental acquisition policy, guidance, and information specific to NAVSUP's delegated contracting authority accessible to the acquisition workforce.

The information reviewed for the purpose of this project was limited to Federal, DOD, and DON laws, rules and regulations, and information obtained from DON HCAs. Organizational human subject research was not used for this project and no interviews were conducted.

F. ORGANIZATION OF THE REPORT

This report is organized into five chapters. Chapter II provides information on the literature surveyed and evaluated for this report. Relevant sources, including the FAR and DFARS, are surveyed. This chapter also provides an overview of literature reviewed on the NMCARS, other acquisition regulations, articles, and other relevant sources. Chapter III presents the data to be analyzed and the analysis of the data. Chapter IV presents the findings and Chapter V provides the conclusion, recommendation, and summary of the research.

G. SUMMARY

This chapter introduced NAVSUP's contracting mission and the support that the NAVSUP Contracting Management Directorate provides to help support that mission. It identified roles and responsibilities of the Contracting Management Directorate, to include ensuring that its acquisition workforce has access to the resources necessary to successfully complete the mission. Background information on availability of and accessibility to the various resources that support the acquisition workforce is also provided.

This chapter further discussed the current process of communicating supplemental acquisition information to the acquisition workforce and the development of a NAVSUP acquisition supplement to streamline its method of providing acquisition related procedures, guidance, and instructions to its acquisition workforce. The method to be used to complete the project, and the benefits and limitations were also addressed.

Chapter II contains literature reviews of source documents relevant to supporting the acquisition workforce.

II. LITERATURE REVIEW

A. INTRODUCTION

Organizations have a responsibility to ensure that contracting operations are conducted as required by applicable procurement laws, regulations, and policies. “The Director of Defense Procurement, by delegation from the Secretary of Defense and the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD (AT&L)) is responsible for developing, coordinating, issuing, and maintaining the FAR, DFARS, and supplementing DOD regulations and acting for the USD (AT&L) in the administration of the FAR, DFARS, and any supplementing DOD regulations” (DFARS Operating Guide, 2015, p. 3).

B. THE DEFENSE ACQUISITION REGULATION SYSTEM

1. The Federal Acquisition Regulation

The FAR (2015) is an acquisition regulation that provides uniform acquisition policies and procedures “for use by Federal Executive agencies in their acquisition of supplies and services.” It takes precedence over all implementing agency or component regulations. The FAR is often referred to by members of the acquisition workforce as the “contracting bible.” It is designed to be user friendly for members of government acquisition, although it has been said to be quite the opposite. It is “divided into subchapters, parts (each of which covers a separate aspect of acquisition), subparts, sections, and subsections. The numbering system permits identification of every FAR paragraph” (FAR 2015). The main categories or types of information presented in the FAR are rules, guidance, and solicitation provisions and contract clauses. New hires to the acquisition workforce, 1102 series, are required to attend a four-week FAR Fundamentals course (CON 090), at a Defense Acquisition University (DAU) residence location (“Core Certification Standards,” n.d., p. 1). The course provides a total immersion into the FAR. It provides students with the skills that will enable them to research acquisition issues, read and interpret guidance provided in the FAR, and to apply those regulations.

“The FAR is prepared, issued, and maintained jointly by the Secretary of Defense, the Administrator of General Services, and the Administrator, National Aeronautics and Space Administration, under their several statutory authorities and is contained within Chapter 1 of Title 48 of the Code of Federal Regulations (CFR)” (FAR, 2015). It is published in three formats, daily issue of the Federal Register, Code of Federal Regulations, and loose leaf binder edition. The FAR is available at the GSA website (GSA, 2015), the Hill Air Force Base website, and <http://acquisition.gov/far/index.html>.

2. The Defense Federal Acquisition Regulation Supplement

The FAR is the primary set of rules that outline procurement policies and procedures for use by acquisition workforce professionals; however, it excludes internal agency policies and guidance. “The DFARS is used by the DOD to supplement the FAR and provide DOD-specific acquisition regulations that DOD government acquisition officials, and contractors doing business with DOD, must follow in the procurement process for supplies and services” (DCAA, n.d.). “The DFARS contains requirements of law, DOD-wide policies, delegations of FAR authorities, deviations from FAR requirements, and policies and procedures that have a significant effect on the public” (DPAP, 2015). The DAR Council is responsible for maintenance of the DFARS.

3. Other Acquisition Regulation Supplements

Other acquisition regulation supplements, including handbooks, guidebooks, manuals, publications, instructions, policy letters, and directives, are tools used by acquisition workforce professionals. These acquisition supplements are not stand-alone documents, but must be read together with the FAR and DFARS. They implement or supplement the FAR and DFARS and the information contained in them cannot deviate from those acquisition regulations without approval.

C. SUMMARY

This chapter provided a brief synopsis of how the Defense Acquisition Regulation system provides for organization, simplicity, and uniformity in the federal acquisition process. Acquisition regulations and supplements are repositories of rules and regulations that the acquisition workforce must adhere to.

Policies beyond those contained in the FAR and DFARS are established to supplement guidance provided in them. This policy and supplemental guidance must be disseminated to all members of the acquisition process in a manner that is not burdensome or ambiguous. Policy and supplemental guidance should also be issued timely and properly communicated.

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III. DATA AND ANALYSIS

A. NAVSUP INSTRUCTIONS

Table 1 lists active NAVSUP acquisition-related instructions. The data contained in these instructions were reviewed for relevancy. The results of this data analysis are not all inclusive of revisions needed for these instructions. A more thorough review of each instruction, for accuracy and relevancy, should be completed by NAVSUP Contracting Directorate Subject Matter Experts (SMEs).

Table 1. NAVSUP Instructions (after NLL, 2015)

Directive	Subject	Date Issued/ Received
NAVSUPINST 4200.81G	Naval Supply Systems Command, Navy Field Contracting System Authority and Responsibility	JAN 27 2012
NAVSUPINST 4200.82F	Procurement Management Assessment Program (PPMAP) of the Navy Field Contracting System	JAN 27 2012
NAVSUPINST 4200.83H	Naval Supply Systems Command Contracting and Business Clearance Procedures and Approvals	DEC 18 2012
NAVSUPINST 4200.84K	Contract Reports	AUG 21 2014
NAVSUPINST 4200.85D	Department of the Navy Simplified Acquisition Procedures	APR 25 2005
NAVSUPINST 4200.96B	Procedures for Processing Unsolicited Proposals	NOV 24 2014
NAVSUPINST 4200.102	NAVSUP Contracting Officer Warranting Program	AUG 22 2014
NAVSUPINST 4205.3E	Contracting Officer's Representative	MAY 27 2014
NAVSUPINST 4230.37D	Navy Contingency Contracting Program	JUN 1 2011

(1) NAVSUP Instruction 4200.81G

The NAVSUP Instruction (NAVSUPINST) 4200.81G, Naval Supply Systems Command, Navy Field Contracting System Authority and Responsibility, implements and supplements the FAR, DFARS, and NMCARS, and communicates policy, guidance and information to the NFCS regarding the following (NAVSUP, 2012a):

- NAVSUP Delegated Contracting Authority and Responsibility
- Procedures for Requesting Contracting Authority
- Contracting Authority and Responsibility for Afloat Units
- Procedures for appointments of Contracting Officers and Ordering Officers
- HCA Delegations of Authority
- Definitions of Key Words and Terms

This instruction is relevant and necessary to ensure that responsibilities and delegations of authority to NFCS activities are clearly defined and consistent with contracting responsibilities assigned to NAVSUPSYSCOM HCA.

NAVSUPINST 4200.81G was last updated in January 2012. The information contained in this instruction should be incorporated into a NAVSUP Acquisition Supplement once it has been updated to reflect the most current policies and procedures relevant to NAVSUP NFCS authorities and responsibilities. Upon incorporation of relevant information into a NAVSUP acquisition supplement, this instruction should be cancelled.

(2) NAVSUP Instruction 4200.82F

NAVSUPINST 4200.82F, Procurement Performance Management Assessment Program (PPMAP) of the Navy Field Contracting System (NFCS), implements and supplements the FAR, DFARS, and NMCARS, communicates NAVSUP policies and procedures, and outlines responsibilities for the management execution of the PPMAP within the NFCS (NAVSUP, 2012c). This instruction applies to NAVSUP, the staffs of the PPMAP offices co-located at the NAVSUP Fleet Logistics Centers (FLCs), the NAVSUP Global Logistics Support (GLS), and the Naval Medical Logistics Command

(NMLC). This instruction outlines policies and procedures to all NAVSUP PPMAP offices conducting PPMAP reviews of the NFCS that use appropriated funds.

The information contained in this instruction is relevant and necessary to ensure activities receiving contracting authority from NAVSUP are executing this authority in an effective and efficient manner. NAVSUP instruction 4200.82F was last updated January 2012. The information contained in this instruction should be incorporated into the NAVSUP acquisition supplement once it has been updated to reflect the most current policies and procedures relevant to the PPMAP program. Upon successful incorporation of this information into an acquisition supplement, this instruction can be cancelled.

(3) NAVSUP Instruction 4200.83H

NAVSUPINST 4200.83H, Naval Supply Systems Command Contracting and Business Clearance Procedures and Approvals, applies to all NFCS activities (excluding afloat units), including appropriated and non-appropriated funds contracting activities who receive their contracting authority from COMNAVSYSOCOM (NAVSUP, 2012b). The purpose of this instruction is to supplement the FAR, DFARS, and NMCARS, establish NAVSUP contracting and business clearance procedures, and identify the approval levels required. Information and guidance communicated via this instruction includes the following:

- Contract Review Board Procedures
- Business Clearance Procedures
- Justification and Approvals Procedures
- Acquisition Planning Documentation
- Section 843 Determination and Findings Procedures
- The Peer Review Process
- Time and Material and Labor Hour Contracts Guidance
- One Offer and Negotiation of One Offer Guidance
- Economy Act Orders Guidance
- Ratification of Unauthorized Commitments Information and Guidance

This instruction was last updated in December 2012. The procedures, guidance, and information contained in this instruction is relevant and should be incorporated into the NAVSUP acquisition supplement once it has been updated to reflect the most current policies and procedures relevant to NAVSUP contracting and business clearance procedures and approvals. Upon successfully incorporation of this information into an acquisition supplement, this instruction can be cancelled.

(4) NAVSUP Instruction 4200.84K

NAVSUPINST 4200.84K, Contract Reports, applies to NFCS activities with contracting authority delegated from COMNAVSYSOCOM plus the Navy Exchange Service Command (NAVSUP, 2014a). Its purpose is to supplement the FAR, DFARS, NMCARS, Defense Procurement and Acquisition Policy (DPAP), Deputy Assistant Secretary of the Navy (DASN), the National Defense Authorization Act (NDAA), and US Central Command requirements for submittal of procurement related reports. The instruction further summarizes the required reports, and communicates NAVSUP policies and procedures for submissions. The procedures, guidance, and information contained in this instruction are relevant to NAVSUP's mission, and should be incorporated into the NAVSUP acquisition supplement. Upon successful incorporation of this information into an acquisition supplement, this instruction can be cancelled.

(5) NAVSUP Instruction 4200.85D

NAVSUP is the DON Executive Agent for simplified acquisition policy. NAVSUPINST 4200.85D, Department of the Navy Simplified Acquisition Procedures, applies to all DON contracting offices and Fleet units using simplified acquisition procedures (NAVSUP, 2005). This instruction implements and supplements the FAR, DFARS, NMCARS, and eBusiness Operations Instruction (EBUSOPSOFFINST) 4200.1. The instruction communicates ashore simplified acquisition procedures, provides information and guidance on items requiring special approval, provides afloat simplified acquisition procedures, and information and guidance on the contingency contracting program. The information contained in this instruction cannot not be supplemented with any other guidance.

The simplified acquisition procedures, policies, guidance, and information contained in this instruction are relevant to the Navy's mission and is used by all DON acquisition workforce professionals that use simplified acquisition procedures. Currently, this instruction is maintained by COMNAVSYSOCOM, HCA and can be accessed via the NLL and NAVSUP's Contracting Knowledge website. This DON policy and guidance should be maintained reviewed and updated annually by NAVSUP, as the DON Executive Agent for simplified acquisition policy, and annexed in the NMCARS.

(6) NAVSUP Instruction 4200.96B

NAVSUPINST 4200.96B, Procedures for Processing Unsolicited Proposals, applies to NFCS activities with contracting authority delegated from COMNAVSYSOCOM and the Navy Exchange Service Command. Its purpose is to supplement the FAR, DFARS, NMCARS, and provide guidance and procedures for processing unsolicited proposals submitted by prospective offerors. This instruction communicates additional guidance on submission, receipt, evaluation, and acceptance of unsolicited proposals received by NAVSUP NFCS. "Unsolicited proposals are a valuable means for Government agencies to obtain innovative and unique approaches to accomplishing their mission from sources outside of the Government" (NAVSUP, 2014d). The procedures for processing unsolicited proposals contained in this instruction are relevant to NAVSUP's mission, and should be incorporated into the NAVSUP acquisition supplement. Upon successful incorporation of this information into an acquisition supplement, this instruction can be cancelled.

(7) NAVSUP Instruction 4205.3E

NAVSUPINST 4205.3E, Contracting Officer's Representative, (NAVSUPINST 4205.3E) applies to NFCS activities with contracting authority delegated from COMNAVSYSOCOM and to all requiring activities with Contracting Officer's Representatives (CORs) appointed by NFCS Procuring Contracting Officers (NAVSUP, 2014b). It supplements information and guidance contained in the FAR, DFARS, and DOD COR Handbook. It communicates NAVSUP policy for COR assignment responsibilities and provides guidance on COR appointment, qualification, limitations of

authority, and COR oversight. The information contained in this instruction is current and relevant to NAVSUP's mission, and should be incorporated into the NAVSUP acquisition supplement. Upon successful incorporation of this information into an acquisition supplement, this instruction can be cancelled.

(8) NAVSUP Instruction 4230.37D

The Deputy Assistant Secretary of the Navy for Acquisition and Procurement has delegated NAVSUP Deputy Commander for Contracting Management as the Program Manager for the Navy's supplies and services contingency contracting program. NAVSUPINST 4230.37D, Navy Contingency Contracting Program, is applicable to designated Defense Acquisition Workforce Improvement Act (DAWIA) certified, DON Federal employees that provide operational contracting support and Navy Supply Corps Officers with 1306 contracting subspecialty or are DAWIA certified in contracting (NAVSUP, 2011a). This instruction supplements Joint Publication 4-10, DOD Directives and instructions, the FAR, and Secretary of the Navy instructions relevant to contingency contracting. It provides guidance and procedures for maintaining a viable supplies and services contingency contracting program within the DON.

This instruction was last updated in June 2011 and does not contain the most current information and guidance regarding the Navy contingency contracting program. Procedures, policies, guidance, and information contained in this instruction are relevant to the Navy's contingency contracting mission, and should be incorporated into the NAVSUP acquisition supplement once it has been updated to reflect the most current policies and procedures relevant contingency contracting. In addition to incorporation into a NAVSUP acquisition supplement, this instruction should remain active and should not be cancelled.

(9) NAVSUP Instruction 4200.102

NAVSUPINST 4200.102, NAVSUP Contracting Officer Warranting Program, applies to Contracting Officer warrants for all NFCS activities who receive their contracting authority from COMNAVSYSOCOM. It supplements the FAR DFARS, and NMCARS, and DOD and NAVSUP instructions that pertain to contracting officer warrants. This instruction establishes NAVSUP “Contracting Officer Warranting Program policy for the selection, appointment, and termination of appointment of contracting officers” (NAVSUP, 2014c). This instruction was issued in August, 2014. The information contained in this instruction is current, relevant to NAVAUP’s mission, and should be incorporated into a NAVSUP acquisition supplement. Upon successful incorporation of this information into an acquisition supplement, this instruction can be cancelled.

B. NAVSUP POLICY LETTERS

Tables 2, 3, 4, and 5 list NAVSUP policy letters that are available to the acquisition workforce via the NLL and NAVSUP’s Contracting Knowledge Website. Table 2 lists policy letters related to large contracting policy that are applicable to NAVSUP NFCS activities. Table 3 lists policy letters related to simplified acquisition procedures that are applicable to the DON acquisition workforce when using simplified acquisition procedures. Table 4 lists the NAVSUP policy letters that were identified, based on review and analysis, as obsolete and superseded. Policy letters determined obsolete and superseded have been overcome by one or more of the following events:

- Information contained in the policy is outdated and no longer relevant
- The effective dates of the policy have passed
- Information contained in the policy letters was incorporated into applicable acquisition supplements, instructions, guides, or publications
- Class Deviation was implemented into DFARS or rescinded

Table 5 lists the NAVSUP policy letters identified, based on review and analysis, as relevant policy. Tables 2, 3, 4, and 5 identify each existing policy letter by number, subject, and date issued. Also shown is the status of each policy letter as of April 2015. The results of this data analysis are not all inclusive of revisions needed for these policy letters. A more thorough review of each policy letter for accuracy and relevancy should be completed by NAVSUP Contracting SMEs.

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
11-08	SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)	Apr-11	Y	Incorporate policy into Acquisition Supplement
11-04 (ENCL 2)	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM ORDERING GUIDANCE (ENCL 2)	Nov-10	Y	Incorporate policy into Acquisition Supplement
11-04	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM (SPS) ORDERING GUIDANCE	Nov-10	Y	Incorporate policy into Acquisition Supplement
11-03	TRAINING PLAN FOR NON-DIRECTOR (ACQUISITION CAREER MANAGEMENT (NON-DACM) CONTRACTING INTERNS/CAREER LADDER EMPLOYEES	Dec-10	N	Incorporate current policy into Acquisition Supplement
11-01	QUALITY ASSURANCE SELF-ASSESSMENT (QASA) PROGRAM	Dec-10	N	Superseded
10-25	CLASS DEVIATION AWARD FEE REDUCTION OR DENIAL FOR JEOPARDIZING THE HEALTH OR SAFETY OF GOVERNMENT FOR PERSONNEL	Aug-10	N	Superseded by Interim Rule Effective June 2011
10-23	UPDATED GUIDANCE FOR THE DEPARTMENT OF THE NAVY ACQUISITION OF OFFICE SUPPLIES	Aug-10	Y	Incorporate policy into Acquisition Supplement
10-18	PROVISIONS OR CLAUSE USE IN COMMERCIAL ITEM ACQUISITIONS	May-10	Y	Incorporate policy into Acquisition Supplement
10-17	RESOLVING CONTRACT AUDIT RECOMMENDATIONS	Jun-10	Y	Incorporate policy into Acquisition Supplement
10-13	DEPARTMENT OF THE NAVY (DON) PROCESS FOR COLLECTING EVALUATING AND REPORTING AWARD AND INCENTIVE FEES EARNED	Apr-10	Y	Incorporate policy into Acquisition Supplement
10-12	CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES	Mar-10	Y	Incorporate policy into Acquisition Supplement
10-10	FEDERAL PROCUREMENT DATA SYSTEM (FPDS) VERSION 1.4 CERTIFICATION AND DEPLOYMENT REQUIREMENTS	Mar-10	N	Obsolete
10-09	CLASS DEVIATION TO IMPLEMENT ADDITIONAL CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES RESTRICTING THE USE OF MANDATORY ARBITRATION AGREEMENTS	Feb-10	Y	Incorporate policy into Acquisition Supplement
10-07	GUIDANCE ON REVIEWING CONTRACTOR REPORTS REQUIRED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009	Jan-10	N	Obsolete
10-06	NAVY GUIDANCE FOR PURCHASING JANITORIAL AND SANITATION SUPPLIES	Mar-10	Y	Incorporate policy into Acquisition Supplement
10-05	CLASS DEVIATION -LIMITATIONS ON PASS-THROUGH CHARGES	Jan-10	N	Obsolete
10-02	RECOVERY ACT INTERIM GUIDANCE ON REVIEWING CONTRACTOR REPORTS	Oct-09	N	Obsolete
10-01	MANAGEMENT OF NAVY CONTRACTS ON DOD EMALL NAVY CORRIDOR	Nov-09	Y	Incorporate policy into Acquisition Supplement
09-28	SEAPORT ENHANCED PROGRAM	Aug-09	Y	Incorporate policy into Acquisition Supplement

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current ? Y/N	Comments
09-27	CLASS DEVIATION TO THE DFARS TO IMPLEMENT DEPUTY SECRETARY OF DEFENSE DETERMINATION AND FINDINGS (D&FS) REGARDING FOREIGN PARTICIPATION IN DOD ACQUISITIONS IN SUPPORT OF OPERATIONS IN AFGHANISTAN	Aug-09	N	Obsolete
09-26	PASSIVE RADIO FREQUENCY IDENTIFICATION (RFID) DFARS COMPLIANCE REPORTING AND MANDATORY TRAINING REQUIREMENT FOR CONTRACTING PERSONNEL	Aug-09	Y	
09-25	RANDOLPH SHEPPARD ACT CONTRACT ACTION REPORTING	Aug-09	Y	
09-23	INTERIM CHANGE TO NAVSUPINST 4200.84H (NEW PROCESS FOR MEDIA ANNOUNCEMENTS)	Jul-09	N	Superseded by 4200.84k
09-21	CLASS DEVIATION - COMMERCIAL ITEM OMNIBUS CLAUSES FOR ACQUISITIONS USING STANDARD PROCUREMENT SYSTEM	Jul-09	N	Obsolete
09-19	GOVERNMENT SOURCE APPROVAL REQUIRED PRIOR TO AWARD (JUN 2009) (NAVSUP)	Jun-09	Y	Incorporate policy into Acquisition Supplement.
09-18	INTERIM CHANGE TO NAVSUP INSTRUCTION 4200.83G CONTRACTING AND BUSINESS CLEARANCE PROCEDURES AND APPROVALS	Oct-09	N	Superseded BY 4200.83H
09-15	PROPER USE OF TIME AND MATERIAL CONTRACT TYPES	May-09	N	Incorporate policy into Acquisition Supplement.
09-13	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING (PPIRS-SR)	Mar-09	Y	Incorporate policy into Acquisition Supplement.
09-10	IMPLEMENTATION OF ELECTRONIC SUBCONTRACTING REPORTING SYSTEM (ESRS) AND REPORTING FUNCTIONS	Jan-09	Y	Incorporate policy into Acquisition Supplement.
09-09	APPOINTMENT OF COMPETITION ADVOCATES	Dec-08	N	Superseded by 14-05
09-05	REPORTING PROFIT AND FEE STATISTICS USING WEB-BASED APPLICATION	Feb-09	Y	Incorporate policy into Acquisition Supplement.
09-03	SPECIAL LIMITATIONS ON USE OF OTHER THAN FIXED PRICE CONTRACTS FOR FOLLOW-ON AND RENEWAL CONTRACTS	Feb-09	Y	Incorporate policy into Acquisition Supplement.
09-01	REPORTING AWARDS TO THE FEDERAL PROCUREMENT DATA SYSTEM - NEXT GENERATION (FPDS-NG)	Oct-08	Y	Incorporate policy into Acquisition Supplement
08-48	DETERMINATION AND FINDINGS (D&F) FOR PARARAMID FIBERS AND YARNS - QUALIFYING COUNTRIES	Aug-08	N	Superseded by DFARS Final Rule JUN 2010

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
08-47	CLASS DEVIATION FROM DFARS 237.102-71 LIMITATION ON SERVICE CONTRACTS FOR MILITARY FLIGHT SIMULATORS	Aug-08	N	Superseded
08-31	REQUESTS FOR AUTHORITY TO CONTRACT WITH GOVERNMENT EMPLOYEES	Jul-08	Y	Incorporate policy into Acquisition Supplement
08-28	POLICY FOR USE OF SHARED SOURCES	Jun-08	Y	Incorporate policy into Acquisition Supplement
08-25	INTERAGENCY ACQUISITION WITH DEPARTMENT OF THE INTERIOR/ACQUISITION SERVICES DIRECTORATE	May-08	N	Incorporate policy into Acquisition Supplement
08-24	REQUIREMENT TO INCLUDE THE NAVSUP STANDARD CLAUSE FOR INVOICING AND PAYMENT INSTRUCTIONS IN CONTRACT ACTIONS WHEN WIDE AREA WORKFLOW IS THE METHOD OF SUBMISSION	Apr-08	N	Superseded
08-20	AUTHORITY TO ESTABLISH TRANSPORTATION SERVICES CONTRACTS	Feb-08	Y	Incorporate policy into Acquisition Supplement
08-18	IMPLEMENTING GUIDANCE FOR DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES (SPIRAL II)	Feb-08	N	Superseded
08-17	SECTION 508 COMPLIANCE	Jan-08	Y	Incorporate policy into Acquisition Supplement
08-16R1	IMPROVING COMMUNICATIONS DURING COMPETITIVE SOURCE SELECTIONS	Apr-08	N	Superseded by DOD guidelines 2014
08-15	BODY ARMOR APPROVED FOR NAVY PURCHASE	Jan-08	N	Incorporate current policy into Acquisition Supplement
08-12	CONTRACTING COMMUNITY MANAGEMENT PLAN	Jan-08	N	Update and maintain on the NLL
08-09	IMPLEMENTATION OF SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT)	Nov-07	N	Superseded
08-07	ACCESS TO INFORMATION OTHER THAN COST AND PRICING DATA WITH EXCLUSIVE DISTRIBUTORS/DEALERS	Nov-07	Y	Incorporate policy into Acquisition Supplement
08-02	CONTENT OF DETERMINATIONS AND FINDINGS (D&F) TO PROCEED IN THE FACE OF PROTESTS TO THE GENERAL ACCOUNTING OFFICE	Oct-07	Y	Incorporate policy into Acquisition Supplement
07-27	APPLICABILITY OF THE JAVITS-WAGNER-O'DAY ACT AND THE RANDOLPH-SHEPPARD ACT TO MILITARY DINING FACILITY CONTRACTS	Apr-07	Y	Incorporate policy into Acquisition Supplement
07-20	CONTRACTING POSTAL FUNCTIONS POLICY MEMORANDUM	Apr-07	Y	Incorporate policy into Acquisition Supplement
07-17	ASSIGNMENT OF PROPER PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS (PIINS) FOR MASTER AGREEMENTS FOR THE REPAIR AND ALTERATION OF VESSELS (MARAVS) AGREEMENT	Feb-07	Y	Incorporate policy into Acquisition Supplement

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
07-14	SOFTWARE PROCESS IMPROVEMENT INITIATIVE CONTRACT LANGUAGE	Feb-07	Y	Incorporate policy into Acquisition Supplement
07-06	ANTI-TERRORISM/FORCE PROTECTION MEASURES FOR PROCUREMENTS SUPPORTING U.S. NAVY PORT VISITS	Mar-07	Y	Incorporate policy into Acquisition Supplement
07-03A	BASE SUPPLY CENTER STATEMENT OF WORK (ENCL 1 IN WORD)	Nov-06	N	Incorporate current policy into Acquisition Supplement
07-03	BASE SUPPLY CENTER STATEMENT OF WORK	Nov-06	N	Incorporate current policy into Acquisition Supplement
07-02	REVIEW AND DOCUMENTATION OF PERFORMANCE BASED LOGISTICS (PBL) CONTRACTS	Oct-06	N	Incorporate current policy into Acquisition Supplement
07-01	NAVSUP/NAVFAC CONTRACTING RESPONSIBILITIES	Oct-06	N	Incorporate current policy into Acquisition Supplement
06-26	INTERIM CHANGES TO THE NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE (COR) INSTRUCTION		N	Superseded
06-25	SPECIAL REVIEW REQUIREMENTS FOR OFFICE SUPPLY CONTRACTS AND OPTIONS	Aug-06	Y	Incorporate policy into Acquisition Supplement
06-22	SPS CONSOLIDATED SERVER TIME ZONE	Jun-06	N	Obsolete/Cancel
06-17	AWARD FEE CONTRACTS	May-06	N	Incorporate current policy into Acquisition Supplement
06-16	PURCHASE OF COMMERCIAL TRANSPORTATION FOR DOD PASSENGERS WITHIN CONUS	Mar-06	N	Incorporate current policy into Acquisition Supplement
06-15	USE OF APPROPRIATED FUNDS TO PURCHASE FOOD AT CONFERENCES MEETINGS AND EVENTS	Mar-06	N	Incorporate current policy into Acquisition Supplement
06-12	PROPOSED ADDITIONS TO THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM PROCUREMENT LIST	Apr-06	N	Incorporate current policy into Acquisition Supplement
06-11	USE OF MILITARY EXCHANGES FOR PHYSICAL TRAINING GEAR PROCUREMENTS	Jan-06	Y	Incorporate policy into Acquisition Supplement
06-06	APPOINTMENT OF SOURCE SELECTION AUTHORITIES	Jan-06	Y	Incorporate policy into Acquisition Supplement
06-02C	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 3 IN WORD)	Jul-06	N	Superseded by 13-009
06-02B	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 2 IN WORD)	Jul-06	N	Superseded by 13-009
06-02A	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 1 IN WORD)	Jul-06	N	Superseded 13-009

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
06-02	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)	Jul-06	N	Superseded 13-009
05-18	INCREASED MICRO-PURCHASE THRESHOLD IN SUPPORT OF HURRICANE KATRINA RESCUE AND RELIEF OPERATIONS	Sep-05	N	Obsolete
05-17A	SEAPORT-E (WAIVER IN WORD)	Aug-05	Y	Incorporate policy into Acquisition Supplement
05-17	SEAPORT-E IMPLEMENTATION POLICY	Aug-05	Y	Incorporate policy into Acquisition Supplement
05-11	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT PROCEDURES FOR FIRM-FIXED ORDERS AGAINST GSA FEDERAL SUPPLY SCHEDULE AND INDEFINITE DELIVERY TYPE CONTRACTS	Apr-05	N	Obsolete
05-10	DON ACQUISITION POLICY ON MOBILE (CELLULAR) PHONE AND DATA EQUIPMENT AND SERVICES	May-05	Y	Incorporate policy into Acquisition Supplement
05-02	SMALL BUSINESS TRAINING	Feb-05	N	Obsolete
05-01	SMALL BUSINESS TRAINING	Nov-04	N	Superseded
04-14	NAVSUP NON-NAVY OWNED CRANES NON-STANDARD CLAUSE	Sep-04	N	Incorporate current policy into Acquisition Supplement
04-03	ACQUISITION POLICY ON FACILITATING VENDOR SHIPMENTS IN THE DOD ORGANIC DISTRIBUTION SYSTEM	Nov-03	N	Incorporate current policy into Acquisition Supplement
02-20	CLASS DEVIATION - INTEREST COSTS	May-02	N	Obsolete
02-01	AUTHORIZATION TO UTILIZE CONTINGENCY OPERATIONS CONTRACTING PROCEDURES	Oct-01	N	Obsolete
15-002	NAVAL SUPPLY SYSTEMS COMMAND ENTERPRISE MANDATORY USE OF REVERSE AUCTIONS	Nov-14	Y	Incorporate policy into Acquisition Supplement
14-065	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT	Apr-14	Y	Incorporate policy into Acquisition Supplement
14-010	USE OF TECHNICAL DIRECTION LETTERS	Sep-14	Y	Incorporate policy into Acquisition Supplement
14-009	AFLOAT AUTHORITY	Nov-14	Y	Incorporate policy into Acquisition Supplement
14-008	REDUCING RELIANCE ON BRIDGE CONTRACTING ACTIONS BY LEVERAGING USE OF ESTABLISHED CONTRACTS VEHICLES	Jul-14	Y	Incorporate policy into Acquisition Supplement
14-005	APPOINTMENT OF COMPETITION ADVOCATES	Mar-14	Y	Incorporate policy into Acquisition Supplement

Table 2. Policy Letters Applicable to NAVSUP NFCS (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
14-004	SPECIFYING SECURITY REQUIREMENTS - USE OF FEDERAL ACQUISITION REGULATION CLAUSE 52.204-2	Feb-14	Y	Incorporate policy into Acquisition Supplement
14-003	TERMINATION FOR DEFAULT OR CAUSE REPORTING IN THE FEDERAL AWARDEE PERFORMANCE AND INTEGRITY INFORMATION SYSTEM	Oct-13	Y	Incorporate policy into Acquisition Supplement
14-001	NAVSUP FY14 CONTRACTUAL PLANNING FOR AGENCY OPERATIONS DURING GOVERNMENT SHUTDOWN	Oct-13	N	Obsolete
13-010	QUALITY ASSURANCE SELF-ASSESSMENT (QASA) PROGRAM	Sep-13	Y	Incorporate policy into Acquisition Supplement
13-009	SELF ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM	Aug-13	Y	Incorporate policy into Acquisition Supplement
13-008	PROCEDURES FOR ACQUIRING CONTRACT LINGUIST FOREIGN LANGUAGE SUPPORT	Aug-13	Y	Incorporate policy into Acquisition Supplement
13-007	CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES SENSITIVE INFORMATION, INFORMATION TECHNOLOGY SYSTEMS OR PROTECTED HEALTH INFORMATION	Sep-13	Y	Incorporate policy into Acquisition Supplement
13-006	DELEGATION OF AUTHORITY RELATING TO LIMITATION ON AMOUNTS AVAILABLE FOR CONTRACT SERVICES	Mar-13	Y	Incorporate policy into Acquisition Supplement
13-004	EQUIPMENT LEASE OR PURCHASE	Jun-13	Y	Incorporate policy into Acquisition Supplement
13-003	MAINTENANCE REPAIR OPERATION SUPPLIES	Apr-13	Y	Incorporate policy into Acquisition Supplement
13-002	NAVAL SUPPLY SYSTEMS COMMAND ENTERPRISE ACQUISITION POLICY FOR USE OF THE GLOBAL BUSINESS SOLUTIONS CONTRACT FOR GENERAL SUPPORT SERVICES	Nov-12	N	Obsolete
12-17	INFORMATION TECHNOLOGY PROCUREMENT APPROVAL AND OVERSIGHT AUTHORITY	Oct-12	Y	Incorporate policy into Acquisition Supplement
12-15	NAVSUP ENTERPRISE SERVICE ACQUISITION REQUIREMENTS OVERSIGHT POLICY	Oct-12	Y	Incorporate policy into Acquisition Supplement
12-14	NAVSUP ENTERPRISE CONTRACTING POLICY FOR INCREASING SMALL BUSINESS OPPORTUNITIES IN SERVICE ACQUISITIONS	Jul-12	Y	Incorporate policy into Acquisition Supplement
12-13	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT PROCEDURES FOR FIRMFIXED ORDERS AGAINST GSA FEDERAL SUPPLY SCHEDULE AND INDEFINITE DELIVERY TYPE CONTRACTS	May-12	N	Incorporate current policy into Acquisition Supplement
12-12	INTERIM CHANGE TO NAVSUP INSTRUCTION 4200.83H CONTRACTING AND BUSINESS CLEARANCE PROCEDURES AND APPROVALS	Jun-12	Y	Incorporate policy into Acquisition Supplement
12-09R1	NAVSUP ENTERPRISE POLICY FOR MANAGEMENT OF UNAUTHORIZED COMMITMENT REPEAT OFFENDERS - REV 1	Aug-12	Y	Incorporate policy into Acquisition Supplement
12-09	NAVSUP ENTERPRISE CONTRACTING POLICY FOR MANAGEMENT OF UNAUTHORIZED COMMITMENT REPEAT OFFENDERS	Jun-12	Y	Incorporate policy into Acquisition Supplement
12-08	NAVSUP ENTERPRISE ACQUISITION POLICY FOR CONTRACTING FOR CONFERENCES	Feb-12	N	Incorporate current policy into Acquisition Supplement
12-02	NAVSUP IMPLEMENTATION OF DEPARTMENT OF NAVY (DON) FURNITURE ACQUISITION POLICY	Oct-11	Y	Incorporate policy into Acquisition Supplement

As shown in Table 2, NAVSUP has 106 acquisition related policy letters resident on the NLL that are applicable and accessible to the NFCS acquisition workforce. Based on review and analysis, the information contained in 28% of the policy letters listed is obsolete or superseded, and should be removed from the NLL. The remaining 72% of the policy letters listed are relevant to NAVSUP's mission, and the information contained in them should be incorporated into an acquisition supplement to streamline the process of maintaining and accessing it.

Table 3. DON SAP Policy Letters (after NLL, 2015)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
SA12-03R1	NAVSUP ENTERPRISE POLICY FOR MANAGEMENT OF UNAUTHORIZED COMMITMENT REPEAT OFFENDERS - REVISION 1	Aug-12	Y	Relevant
SA12-02	NAVSUP ENTERPRISE ACQUISITION POLICY FOR CONTRACTING FOR CONFERENCES	Feb-12	N	Relevant
SA12-01	NAVSUP IMPLEMENTATION OF DEPARTMENT OF NAVY (DON) FURNITURE ACQUISITION POLICY	Oct-11	Y	Relevant
SA11-02 (ENCL 2)	NAVSUP ENTERPRISE FURNITURE POLICY (ENCL 2)	Nov-10	Y	Relevant
SA11-02	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM (SPS) ORDERING GUIDANCE	Nov-10	Y	Relevant
SA11-01	TEMPORARY AUTHORITY TO ISSUE ORDERS FOR VERIZON WIRELESS SERVICES OUTSIDE NAVY CONTRACT N00244-05-D-0012	Nov-10	N	Obsolete
SA10-12	UPDATED GUIDANCE FOR THE DEPARTMENT OF THE NAVY ACQUISITION OF OFFICE SUPPLIES	Aug-10	Y	Relevant
SA10-10	INTERIM CHANGE TO NAVSUPINSTS 4200.81E 4200.82D 4200.85D	Aug-10	Y	Relevant
SA10-08	PROVISIONS OR CLAUSE USE IN COMMERCIAL ITEM ACQUISITIONS	May-10	Y	Relevant
SA10-06	PURCHASE FROM FEDERAL PRISON INDUSTRIES; UPDATED LIST OF FEDERAL SUPPLY CLASSIFICATION CODES (FSCS) TO BE COMPLETED	Apr-10	N	Superseded
SA10-04	FEDERAL PROCUREMENT DATA SYSTEM (FPDS) VERSION 1.4 CERTIFICATION AND DEPLOYMENT REQUIREMENTS	Mar-10	N	Obsolete
SA10-03	NAVY GUIDANCE FOR PURCHASING JANITORIAL AND SANITATION SUPPLIES	Mar-10	Y	Relevant
SA10-02	EXTENSION OF AUTHORITY FOR USE OF SIMPLIFIED ACQUISITION PROCEDURES FOR CERTAIN COMMERCIAL ITEMS	Jan-10	N	Superseded
SA09-07	CLASS DEVIATION TO THE DFARS TO IMPLEMENT DEPUTY SECRETARY OF DEFENSE DETERMINATION AND FINDINGS (D&FS) REGARDING FOREIGN PARTICIPATION IN DOD ACQUISITIONS IN SUPPORT OF OPERATIONS IN AFGHANISTAN	Aug-09	N	Obsolete
SA09-06	RANDOLPH SHEPPARD ACT CONTRACT ACTION REPORTING	Aug-09	N	Superseded

Table 3. DON SAP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
SA08-08	REQUESTS FOR AUTHORITY TO CONTRACT WITH GOVERNMENT EMPLOYEES	Jul-08	Y	Relevant
SA09-05	CLASS DEVIATION - COMMERCIAL ITEM OMNIBUS CLAUSES FOR ACQUISITIONS USING STANDARD PROCUREMENT SYSTEM	Jul-09	N	Obsolete
SA09-02	REPORTING AWARDS TO THE FEDERAL PROCUREMENT DATA SYSTEM - NEXT GENERATION (FPDS-NG)	Oct-08	Y	Relevant
SA09-01	NAVY OFFICE SUPPLY DOD EMAIL SHOPPING: SHOPPING BY PART NUMBER/MATERIAL NUMBERS FOR OFFICES SUPPLIES TO REDUCE INSTANCES OF OVERPAYMENT	Nov-08	N	Obsolete
SA08-14	DETERMINATION AND FINDINGS (D&F) FOR PARA-ARAMID FIBERS AND YARNS - QUALIFYING COUNTRIES	Aug-08	N	Superseded
SA08-05	REQUIREMENT TO INCLUDE THE NAVSUP STANDARD CLAUSE FOR INVOICING AND PAYMENT INSTRUCTIONS IN CONTRACT ACTIONS WHEN WIDE AREA WORKFLOW IS THE METHOD OF SUBMISSION	Apr-08	Y	Relevant
SA08-03	IMPLEMENTING GUIDANCE FOR DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES (SPIRAL II)	Feb-08	N	Superseded
SA08-02	SECTION 508 COMPLIANCE	Jan-08	Y	Relevant
SA08-01A	POLICIES AND PROCEDURES FOR WARRANTING CONTRACTING OFFICERS AWARDING ACTIONS USING SAP (ENCL 1 IN WORD)	Jan-08	Y	Relevant
SA08-01	POLICIES AND PROCEDURES FOR WARRANTING CONTRACTING OFFICERS AWARDING ACTIONS USING SIMPLIFIED ACQUISITION PROCEDURES (SAP)	Jan-08	Y	Relevant
SA07-01	INTERIM CHANGES TO THE DEPARTMENT OF NAVY SIMPLIFIED ACQUISITION PROCEDURES INSTRUCTION	Feb-07	Y	Relevant
SA06-10	SPS CONSOLIDATED SERVER TIME ZONE	Jun-06	N	Obsolete/Cancel
SA06-08	ESTABLISHED CATALOG OR MARKET PRICES	Mar-06	Y	Relevant
SA06-07	PURCHASE OF COMMERCIAL TRANSPORTATION FOR DOD PASSENGERS WITHIN CONUS	Mar-06	Y	Relevant

Table 3. DON SAP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N	Comments
SA06-06	USE OF APPROPRIATED FUNDS TO PURCHASE FOOD AT CONFERENCES MEETINGS AND EVENTS	Mar-06	N	Relevant
SA06-05	USE OF MILITARY EXCHANGES FOR PHYSICAL TRAINING GEAR PROCUREMENTS	Jan-06	Y	Relevant
SA06-03	PROPOSED ADDITIONS TO THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM PROCUREMENT LIST	Apr-06	Y	Relevant
SA06-01	INCREASED THRESHOLDS FOR PROCUREMENTS IN SUPPORT OF HURRICANE KATRINA RESCUE AND RELIEF EFFORTS	Oct-05	N	Obsolete
SA05-03	DON ACQUISITION POLICY ON MOBILE (CELLULAR) PHONE AND DATA EQUIPMENT AND SERVICES	May-05	Y	Relevant
SA04-03	ACQUISITION POLICY ON FACILITATING VENDOR SHIPMENTS IN THE DOD ORGANIC DISTRIBUTION SYSTEM	Nov-03	N	Relevant
SA03-19	STREAMLINED CONTRACT CLOSEOUT PROCEDURES	Oct-03	N	Superseded
1-SEP-05 SAP	CONTINGENCY OPERATIONS PROCUREMENT AUTHORITY APPLIES TO SUPPORT EFFORTS RELATING TO HURRICANE KATRINA	Oct-03	N	Obsolete

As shown in Table 3, NAVSUP has 36 acquisition related policy letters resident on the NLL that are applicable and accessible to the DON acquisition workforce when using simplified acquisition procedures. Based on review and analysis, the information contained in 38% of the policy letters listed is obsolete or superseded, and should be removed from the NLL. The remaining 62% of the policy letters listed are relevant to the Navy's mission, and the information contained in them should be incorporated into NAVSUPINST 4200.85 to streamline the process of maintaining and accessing it in a more timely and efficient manner.

Table 4. Obsolete/Superseded Policy Letters (after NLL, 2015)

Policy Letter #	Subject	Date Issued
SA11-01	TEMPORARY AUTHORITY TO ISSUE ORDERS FOR VERIZON WIRELESS SERVICES OUTSIDE NAVY CONTRACT N00244-05-D-0012	Nov-10
SA10-04	FEDERAL PROCUREMENT DATA SYSTEM (FPDS) VERSION 1.4 CERTIFICATION AND DEPLOYMENT REQUIREMENTS	Mar-10
SA09-07	CLASS DEVIATION TO THE DFARS TO IMPLEMENT DEPUTY SECRETARY OF DEFENSE DETERMINATION AND FINDINGS (D&FS) REGARDING FOREIGN PARTICIPATION IN DOD ACQUISITIONS IN SUPPORT OF OPERATIONS IN AFGHANISTAN	Aug-09
SA09-05	CLASS DEVIATION - COMMERCIAL ITEM OMNIBUS CLAUSES FOR ACQUISITIONS USING STANDARD PROCUREMENT SYSTEM	Jul-09
SA09-01	NAVY OFFICE SUPPLY DOD EMAIL SHOPPING: SHOPPING BY PART NUMBER/MATERIAL NUMBERS FOR OFFICES SUPPLIES TO REDUCE INSTANCES OF OVERPAYMENT	Nov-08
SA06-10	SPS CONSOLIDATED SERVER TIME ZONE	Jun-06
10-10	FEDERAL PROCUREMENT DATA SYSTEM (FPDS) VERSION 1.4 CERTIFICATION AND DEPLOYMENT REQUIREMENTS	Mar-10
10-07	GUIDANCE ON REVIEWING CONTRACTOR REPORTS REQUIRED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009	Jan-10
10-05	CLASS DEVIATION -LIMITATIONS ON PASS-THROUGH CHARGES	Jan-10
10-02	RECOVERY ACT INTERIM GUIDANCE ON REVIEWING CONTRACTOR REPORTS	Oct-09
09-27	CLASS DEVIATION TO THE DFARS TO IMPLEMENT DEPUTY SECRETARY OF DEFENSE DETERMINATION AND FINDINGS (D&FS) REGARDING FOREIGN PARTICIPATION IN DOD ACQUISITIONS IN SUPPORT OF OPERATIONS IN AFGHANISTAN	Aug-09
09-21	CLASS DEVIATION - COMMERCIAL ITEM OMNIBUS CLAUSES FOR ACQUISITIONS USING STANDARD PROCUREMENT SYSTEM	Jul-09
06-22	SPS CONSOLIDATED SERVER TIME ZONE	Jun-06
05-18	INCREASED MICRO-PURCHASE THRESHOLD IN SUPPORT OF HURRICANE KATRINA RESCUE AND RELIEF OPERATIONS	Sep-05
05-11	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT PROCEDURES FOR FIRM-FIXED ORDERS AGAINST GSA FEDERAL SUPPLY SCHEDULE AND INDEFINITE DELIVERY TYPE CONTRACTS	Apr-05
05-02	SMALL BUSINESS TRAINING	Feb-05
02-20	CLASS DEVIATION - INTEREST COSTS	May-02
02-01	AUTHORIZATION TO UTILIZE CONTINGENCY OPERATIONS CONTRACTING PROCEDURES	Oct-01
14-001	NAVSUP FY14 CONTRACTUAL PLANNING FOR AGENCY OPERATIONS DURING GOVERNMENT SHUTDOWN	Oct-13
SA06-01	INCREASED THRESHOLDS FOR PROCUREMENTS IN SUPPORT OF HURRICANE KATRINA RESCUE AND RELIEF EFFORTS	Oct-05

Table 4. Obsolete/Superseded Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued
13-002	NAVAL SUPPLY SYSTEMS COMMAND ENTERPRISE ACQUISITION POLICY FOR USE OF THE GLOBAL BUSINESS SOLUTIONS CONTRACT FOR GENERAL SUPPORT SERVICES	Nov-12
SA10-06	PURCHASE FROM FEDERAL PRISON INDUSTRIES; UPDATED LIST OF FEDERAL SUPPLY CLASSIFICATION CODES (FSCS) TO BE COMPLETED	Apr-10
SA10-02	EXTENSION OF AUTHORITY FOR USE OF SIMPLIFIED ACQUISITION PROCEDURES FOR CERTAIN COMMERCIAL ITEMS	Jan-10
SA09-06	RANDOLPH SHEPPARD ACT CONTRACT ACTION REPORTING	Aug-09
SA08-14	DETERMINATION AND FINDINGS (D&F) FOR PARA-ARAMID FIBERS AND YARNS - QUALIFYING COUNTRIES	Aug-08
SA08-03	IMPLEMENTING GUIDANCE FOR DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES (SPIRAL II)	Feb-08
SA03-19	STREAMLINED CONTRACT CLOSEOUT PROCEDURES	Oct-03
11-01	QUALITY ASSURANCE SELF-ASSESSMENT (QASA) PROGRAM	Dec-10
10-25	CLASS DEVIATION AWARD FEE REDUCTION OR DENIAL FOR JEOPARDIZING THE HEALTH OR SAFETY OF GOVERNMENT FOR PERSONNEL	Aug-10
09-23	INTERIM CHANGE TO NAVSUPINST 4200.84H (NEW PROCESS FOR MEDIA ANNOUNCEMENTS)	Jul-09
09-18	INTERIM CHANGE TO NAVSUP INSTRUCTION 4200.83G CONTRACTING AND BUSINESS CLEARANCE PROCEDURES AND APPROVALS	Oct-09
09-09	APPOINTMENT OF COMPETITION ADVOCATES	Dec-08
08-48	DETERMINATION AND FINDINGS (D&F) FOR PARA-ARAMID FIBERS AND YARNS - QUALIFYING COUNTRIES	Aug-08
08-47	CLASS DEVIATION FROM DFARS 237.102-71 LIMITATION ON SERVICE CONTRACTS FOR MILITARY FLIGHT SIMULATORS	Aug-08
08-24	REQUIREMENT TO INCLUDE THE NAVSUP STANDARD CLAUSE FOR INVOICING AND PAYMENT INSTRUCTIONS IN CONTRACT ACTIONS WHEN WIDE AREA WORKFLOW IS THE METHOD OF SUBMISSION	Apr-08
08-18	IMPLEMENTING GUIDANCE FOR DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES (SPIRAL II)	Feb-08
08-16R1	IMPROVING COMMUNICATIONS DURING COMPETITIVE SOURCE SELECTIONS	Apr -08
06-26	INTERIM CHANGES TO THE NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE (COR) INSTRUCTION	
06-02C	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 3 IN WORD)	Jul-06
06-02B	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 2 IN WORD)	Jul-06
06-02A	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)(ENCL 1 IN WORD)	Jul-06
06-02	POLICY TO ESTABLISH AND IMPLEMENT SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)	Jul-06
05-01	SMALL BUSINESS TRAINING	Nov-04

Table 4. Obsolete/Superseded Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued
SA06-01	INCREASED THRESHOLDS FOR PROCUREMENTS IN SUPPORT OF HURRICANE KATRINA RESCUE AND RELIEF EFFORTS	Oct-05
1-SEP-05 SAP	CONTINGENCY OPERATIONS PROCUREMENT AUTHORITY APPLIES TO SUPPORT EFFORTS RELATING TO HURRICANE KATRINA	Oct-03

Based on review and analysis, 45 (32%) of NAVSUP's policy letters issued between 2002 and 2015, identified in Table 4, are currently obsolete or superseded. These policy letters should be rescinded or cancelled, and removed from the NLL.

Table 5. Relevant NAVSUP Policy Letters (after NLL, 2015)

Policy Letter #	Subject	Date Issued	Current? Y/N
SA12-02	NAVSUP ENTERPRISE ACQUISITION POLICY FOR CONTRACTING FOR CONFERENCES	Feb-12	N
SA12-01	NAVSUP IMPLEMENTATION OF DEPARTMENT OF NAVY (DON) FURNITURE ACQUISITION POLICY	Oct-11	Y
SA11-02 (ENCL 2)	NAVSUP ENTERPRISE FURNITURE POLICY (ENCL 2)	Nov-10	Y
SA11-02	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM (SPS) ORDERING GUIDANCE	Nov-10	Y
SA10-12	UPDATED GUIDANCE FOR THE DEPARTMENT OF THE NAVY ACQUISITION OF OFFICE SUPPLIES	Aug-10	Y
SA10-10	INTERIM CHANGE TO NAVSUPINSTS 4200.81E 4200.82D 4200.85D	Aug-10	Y
SA10-08	PROVISIONS OR CLAUSE USE IN COMMERCIAL ITEM ACQUISITIONS	May-10	Y
SA10-03	NAVY GUIDANCE FOR PURCHASING JANITORIAL AND SANITATION SUPPLIES	Mar-10	Y
SA09-02	REPORTING AWARDS TO THE FEDERAL PROCUREMENT DATA SYSTEM - NEXT GENERATION (FPDS-NG)	Oct-08	Y
SA08-08	REQUESTS FOR AUTHORITY TO CONTRACT WITH GOVERNMENT EMPLOYEES	Jul-08	Y
SA08-05	REQUIREMENT TO INCLUDE THE NAVSUP STANDARD CLAUSE FOR INVOICING AND PAYMENT INSTRUCTIONS IN CONTRACT ACTIONS WHEN WIDE AREA WORKFLOW IS THE METHOD OF SUBMISSION	Apr-08	Y
SA08-02	SECTION 508 COMPLIANCE	Jan-08	Y
SA08-01A	POLICIES AND PROCEDURES FOR WARRANTING CONTRACTING OFFICERS AWARDING ACTIONS USING SAP (ENCL 1 IN WORD)	Jan-08	Y
SA08-01	POLICIES AND PROCEDURES FOR WARRANTING CONTRACTING OFFICERS AWARDING ACTIONS USING SIMPLIFIED ACQUISITION PROCEDURES (SAP)	Jan-08	Y
SA07-01	INTERIM CHANGES TO THE DEPARTMENT OF NAVY SIMPLIFIED ACQUISITION PROCEDURES INSTRUCTION	Feb-07	Y
SA06-08	ESTABLISHED CATALOG OR MARKET PRICES	Mar-06	Y
SA06-07	PURCHASE OF COMMERCIAL TRANSPORTATION FOR DOD PASSENGERS WITHIN CONUS	Mar-06	Y
SA06-06	USE OF APPROPRIATED FUNDS TO PURCHASE FOOD AT CONFERENCES MEETINGS AND EVENTS	Mar-06	N
SA06-05	USE OF MILITARY EXCHANGES FOR PHYSICAL TRAINING GEAR PROCUREMENTS	Jan-06	Y
SA06-03	PROPOSED ADDITIONS TO THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM PROCUREMENT LIST	Apr-06	Y
SA05-03	DON ACQUISITION POLICY ON MOBILE (CELLULAR) PHONE AND DATA EQUIPMENT AND SERVICES	May-05	Y
SA04-03	ACQUISITION POLICY ON FACILITATING VENDOR SHIPMENTS IN THE DOD ORGANIC DISTRIBUTION SYSTEM	Nov-03	N
11-08	SELF-ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM (NFCS)	Apr-11	Y
11-04 (ENCL 2)	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM ORDERING GUIDANCE (ENCL 2)	Nov-10	Y

Table 5. Relevant NAVSUP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N
11-04	NAVSUP ENTERPRISE FURNITURE POLICY STANDARD PROCUREMENT SYSTEM (SPS) ORDERING GUIDANCE	Nov-10	Y
11-03	TRAINING PLAN FOR NON-DIRECTOR (ACQUISITION CAREER MANAGEMENT (NON-DACM) CONTRACTING INTERNS/CAREER LADDER EMPLOYEES	Dec-10	N
10-23	UPDATED GUIDANCE FOR THE DEPARTMENT OF THE NAVY ACQUISITION OF OFFICE SUPPLIES	Aug-10	Y
10-18	PROVISIONS OR CLAUSE USE IN COMMERCIAL ITEM ACQUISITIONS	May-10	Y
10-17	RESOLVING CONTRACT AUDIT RECOMMENDATIONS	Jun-10	Y
10-13	DEPARTMENT OF THE NAVY (DON) PROCESS FOR COLLECTING EVALUATING AND REPORTING AWARD AND INCENTIVE FEES EARNED	Apr-10	Y
10-12	CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES	Mar-10	Y
10-09	CLASS DEVIATION TO IMPLEMENT ADDITIONAL CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES RESTRICTING THE USE OF MANDATORY ARBITRATION AGREEMENTS	Feb-10	Y
10-06	NAVY GUIDANCE FOR PURCHASING JANITORIAL AND SANITATION SUPPLIES	Mar-10	Y
10-01	MANAGEMENT OF NAVY CONTRACTS ON DOD EMAIL NAVY CORRIDOR	Nov-09	Y
09-28	SEAPORT ENHANCED PROGRAM	Aug-09	Y
09-19	GOVERNMENT SOURCE APPROVAL REQUIRED PRIOR TO AWARD (JUN 2009) (NAVSUP)	Jun-09	Y
09-15	PROPER USE OF TIME AND MATERIAL CONTRACT TYPES	May-09	Y
09-13	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING (PPIRS-SR)	Mar-09	Y
09-10	IMPLEMENTATION OF ELECTRONIC SUBCONTRACTING REPORTING SYSTEM (ESRS) AND REPORTING FUNCTIONS	Jan-09	Y
09-05	REPORTING PROFIT AND FEE STATISTICS USING WEB-BASED APPLICATION	Feb-09	Y
09-03	SPECIAL LIMITATIONS ON USE OF OTHER THAN FIXED PRICE CONTRACTS FOR FOLLOW-ON AND RENEWAL CONTRACTS	Feb-09	Y
09-01	REPORTING AWARDS TO THE FEDERAL PROCUREMENT DATA SYSTEM - NEXT GENERATION (FPDS-NG)	Oct-08	Y
08-31	REQUESTS FOR AUTHORITY TO CONTRACT WITH GOVERNMENT EMPLOYEES	Jul-08	Y
08-28	POLICY FOR USE OF SHARED SOURCES	Jun-08	Y
08-25	INTERAGENCY ACQUISITION WITH DEPARTMENT OF THE INTERIOR/ACQUISITION SERVICES DIRECTORATE	May-08	N
08-20	AUTHORITY TO ESTABLISH TRANSPORTATION SERVICES CONTRACTS	Feb-08	Y

Table 5. Relevant NAVSUP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N
08-17	SECTION 508 COMPLIANCE	Jan-08	Y
08-15	BODY ARMOR APPROVED FOR NAVY PURCHASE	Jan-08	N
08-07	ACCESS TO INFORMATION OTHER THAN COST AND PRICING DATA WITH EXCLUSIVE DISTRIBUTORS/DEALERS	Nov-07	Y
07-27	APPLICABILITY OF THE JAVITS-WAGNER-O'DAY ACT AND THE RANDOLPH-SHEPPARD ACT TO MILITARY DINING FACILITY CONTRACTS	Apr-07	Y
07-20	CONTRACTING POSTAL FUNCTIONS POLICY MEMORANDUM	Apr-07	Y
06-25	SPECIAL REVIEW REQUIREMENTS FOR OFFICE SUPPLY CONTRACTS AND OPTIONS	Aug-06	Y
06-17	AWARD FEE CONTRACTS	May-06	N
06-16	PURCHASE OF COMMERCIAL TRANSPORTATION FOR DOD PASSENGERS WITHIN CONUS	Mar-06	N
06-15	USE OF APPROPRIATED FUNDS TO PURCHASE FOOD AT CONFERENCES MEETINGS AND EVENTS	Mar-06	N
06-12	PROPOSED ADDITIONS TO THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM PROCUREMENT LIST	Apr-06	N
06-11	USE OF MILITARY EXCHANGES FOR PHYSICAL TRAINING GEAR PROCUREMENTS	Jan-06	Y
06-06	APPOINTMENT OF SOURCE SELECTION AUTHORITIES	Jan-06	Y
05-17A	SEAPORT-E (WAIVER IN WORD)	Aug-05	Y
05-17	SEAPORT-E IMPLEMENTATION POLICY	Aug-05	Y
05-10	DON ACQUISITION POLICY ON MOBILE (CELLULAR) PHONE AND DATA EQUIPMENT AND SERVICES	May-05	Y
15-002	NAVAL SUPPLY SYSTEMS COMMAND ENTERPRISE MANDATORY USE OF REVERSE AUCTIONS	Nov-14	Y
14-065	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT	Apr-14	Y
14-010	USE OF TECHNICAL DIRECTION LETTERS	Sep-14	Y
14-009	AFLOAT AUTHORITY	Nov-14	Y
14-008	REDUCING RELIANCE ON BRIDGE CONTRACTING ACTIONS BY LEVERAGING USE OF ESTABLISHED CONTRACTS VEHICLES	Jul-14	Y
14-005	APPOINTMENT OF COMPETITION ADVOCATES	Mar-14	Y
14-004	SPECIFYING SECURITY REQUIREMENTS - USE OF FEDERAL ACQUISITION REGULATION CLAUSE 52.204-2	Feb-14	Y

Table 5. Relevant NAVSUP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued	Current? Y/N
14-003	TERMINATION FOR DEFAULT OR CAUSE REPORTING IN THE FEDERAL AWARDER PERFORMANCE AND INTEGRITY INFORMATION SYSTEM	Oct-13	Y
13-010	QUALITY ASSURANCE SELF-ASSESSMENT (QASA) PROGRAM	Sep-13	Y
13-009	SELF ASSESSMENT PLANS ACROSS THE NAVY FIELD CONTRACTING SYSTEM	Aug-13	Y
13-008	PROCEDURES FOR ACQUIRING CONTRACT LINGUIST FOREIGN LANGUAGE SUPPORT	Aug-13	Y
13-007	CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, INFORMATION TECHNOLOGY SYSTEMS OR PROTECTED HEALTH INFORMATION	Sep-13	Y
13-006	DELEGATION OF AUTHORITY RELATING TO LIMITATION ON AMOUNTS AVAILABLE FOR CONTRACT SERVICES	Mar-13	Y
13-004	EQUIPMENT LEASE OR PURCHASE	Jun-13	Y
13-003	MAINTENANCE REPAIR OPERATION SUPPLIES	Apr-13	Y
12-17	INFORMATION TECHNOLOGY PROCUREMENT APPROVAL AND OVERSIGHT AUTHORITY	Oct-12	Y
12-15	NAVSUP ENTERPRISE SERVICE ACQUISITION REQUIREMENTS OVERSIGHT POLICY	Oct-12	Y
12-14	NAVSUP ENTERPRISE CONTRACTING POLICY FOR INCREASING SMALL BUSINESS OPPORTUNITIES IN SERVICE ACQUISITIONS	Jul-12	Y
12-12	INTERIM CHANGE TO NAVSUP INSTRUCTION 4200.83H CONTRACTING AND BUSINESS CLEARANCE PROCEDURES AND APPROVALS	Jun-12	Y
12-09R1	NAVSUP ENTERPRISE POLICY FOR MANAGEMENT OF UNAUTHORIZED COMMITMENT REPEAT OFFENDERS - REVISION 1	Aug-12	Y
12-09	NAVSUP ENTERPRISE CONTRACTING POLICY FOR MANAGEMENT OF UNAUTHORIZED COMMITMENT REPEAT OFFENDERS	Jun-12	Y
12-08	NAVSUP ENTERPRISE ACQUISITION POLICY FOR CONTRACTING FOR CONFERENCES	Feb-12	N
12-02	NAVSUP IMPLEMENTATION OF DEPARTMENT OF NAVY (DON) FURNITURE ACQUISITION POLICY	Oct-11	Y

Table 5. Relevant NAVSUP Policy Letters (after NLL, 2015) (continued)

Policy Letter #	Subject	Date Issued
12-13	TEST PROGRAM FOR STREAMLINED CONTRACT CLOSE-OUT PROCEDURES FOR FIRMFIXED ORDERS AGAINST GSA FEDERAL SUPPLY SCHEDULE AND INDEFINITE DELIVERY TYPE CONTRACTS	May-12
08-12	CONTRACTING COMMUNITY MANAGEMENT PLAN	Jan-08
08-09	IMPLEMENTATION OF SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT)	Nov-07
08-02	CONTENT OF DETERMINATIONS AND FINDINGS (D&F) TO PROCEED IN THE FACE OF PROTESTS TO THE GENERAL ACCOUNTING OFFICE	Oct-07
07-17	ASSIGNMENT OF PROPER PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS (PIINS) FOR MASTER AGREEMENTS FOR THE REPAIR AND ALTERATION OF VESSELS (MARAVS) AGREEMENT	Feb-07
07-14	SOFTWARE PROCESS IMPROVEMENT INITIATIVE CONTRACT LANGUAGE	Feb-07
07-06	ANTI-TERRORISM/FORCE PROTECTION MEASURES FOR PROCUREMENTS SUPPORTING U.S. NAVY PORT VISITS	Mar-07
07-03A	BASE SUPPLY CENTER STATEMENT OF WORK (ENCL 1 IN WORD)	Nov-06
07-03	BASE SUPPLY CENTER STATEMENT OF WORK	Nov-06
07-02	REVIEW AND DOCUMENTATION OF PERFORMANCE BASED LOGISTICS (PBL) CONTRACTS	Oct-06
07-01	NAVSUP/NAVFAC CONTRACTING RESPONSIBILITIES	Oct-06
04-14	NAVSUP NON-NAVY OWNED CRANES NON-STANDARD CLAUSE	Sep-04
04-03	ACQUISITION POLICY ON FACILITATING VENDOR SHIPMENTS IN THE DOD ORGANIC DISTRIBUTION SYSTEM	Nov-03

Based on review and analysis, 68% of NAVSUP's policy letters issued between 2002 and 2015, identified in Table 5, are relevant to NAVSUP and the Navy's mission. The information contained in these policy letters should be incorporated into an acquisition supplement or the appropriate instruction, as applicable, once they have been reviewed by NAVSUP Contracting Directorate SMEs for accuracy.

C. NAVSUP PUBLICATIONS

Table 6 lists NAVSUP acquisition related publications. The data contained in these publications were reviewed for relevancy. The results of this data analysis are not all inclusive of revisions needed for these publications. A more thorough review of each publication, for accuracy and relevancy, should be completed by NAVSUP Contracting Directorate SMEs.

Table 6. NAVSUP Publications (after NLL, 2015)

Publication	Title	Date Issued/ Updated	Current?	Comments
547	Contract Request Preparation Guide	2003	N	Relevant
592	NAVSUP Clause Book	2011	N	Relevant
736	NAVSUP Contract Closeout Guidebook	2011	N	Relevant
738	Ordering Officer Guidebook	2007	N	Relevant

(1) NAVSUP Publication 547

NAVSUP Publication 547, Contract Request Preparation Guide, was published to provide Navy activities with information to assist in the preparation and submission of Navy Comptroller Form 2276 (NAVCOMPT 2276), Request for Contractual Procurement (RCP). “A NAVCOMPT Form 2276 is a purchase request (or requisition) document that establishes the following:

- Request has been approved by the requiring activity or his or her designee
- Funds have been certified through the appropriate budget office
- Purchase request has a fund cite
- Purchase request has sufficient funds to cover purchase” (Defense Acquisition University, n.d.).

This RCP guide is intended to provide those who prepare RCPs with a clear understanding of the specific information required for acquisitions and save both technical and contracting offices time and reduce administrative burden. It sets forth a standard format for the submission of this information.

This publication was last updated in May 2003. It is outdated as a result of implementation of Enterprise Resource Planning (ERP) and should be updated. The information contained in this publication is relevant to NAVSUP's mission and should be incorporated into a NAVSUP acquisition supplement once it has been updated to reflect the most current information and guidance pertaining to RCPs.

(2) NAVSUP Publication 592

NAVSUP Publication 592, Clause Book, is published to provide NFCS activities with a consolidated listing of approved Component solicitation provisions and contract clauses and to explain the procedures governing clause usage. This publication contains the only provisions and clauses authorized to be used in solicitations and contracts issued by NFCS activities in addition to FAR, DFARS, and NMCARS clauses. This clause book also implements DON Control Plan for Component Clauses. The control plan established, for Navy and Marine Corps contracting activities, "a system of controls for the use of clauses other than those prescribed in FAR or DFARS" (NMCARS, 2015).

This publication was last updated in 2011 and requires revision to update existing component provisions and clauses, and add component provisions and clause that were approved since its last update. This publication does not contain the most recent policy changes related to the DON Control Plan for Component clauses, or ordering officer roles and responsibilities. However, the information contained in this publication is relevant to NAVSUP's mission and should be incorporated into a NAVSUP acquisition supplement once it has been updated to reflect the most current NAVSUP clause book information and guidance.

(3) NAVSUP Publication 736

NAVSUP Publication 736, Contract Closeout Guidebook is published to provide information and guidance of all interested personnel. It provides Navy activities with information to assist in the closeout of contracts whether administration is retained or assigned to the Defense Contract Management Agency. The contract closeout guide is intended to provide standardized procedures to those who are responsible for contract closeout at all NAVSUP Enterprise contracting activities. It outlines the steps that

contract specialists, and contracting officers should take in closing purchase orders, task orders, delivery orders, and contracts. It also provides for uniform steps to be follow in reporting closeout status. The guide also provides useful contract closeout web sites.

This publication was last updated in May 2011 and does not reflect the most recent policy changes related to contract closeout procedures. The information contained in this publication is relevant to NAVSUP's mission and should be incorporated into a NAVSUP acquisition supplement once it has been updated to reflect the most current information and guidance pertaining to NAVSUP contract closeout.

(4) NAVSUP Publication 738

NAVSUP Publication 738, Ordering Officer Guidebook, is published to provide ordering activities and ordering officers a clear understanding of the duties and responsibilities that fall under the cognizance of the ordering officer and makes distinctions between ordering officer roles and the roles of others in the ordering process. The guidebook sets forth standards for training, documentation, and oversight for ordering activities and ordering officers. The guidebook is designed to provide knowledge and skills necessary for ordering officers to place delivery or task orders against fixed priced contracts and agreements and to assist contacting offices in utilizing the Indefinite Delivery Type Contract. It includes information regarding covering the entire acquisition process (e.g. receipt of purchase requests, determination of contract type, placement of orders, final invoicing, and closeout of orders).

This publication was last updated in 2007 and does not reflect the most recent policy changes related to ordering officer roles and responsibilities. The information contained in this publication is relevant to NAVSUP's mission and should be incorporated into a NAVSUP acquisition supplement once it has been updated to reflect the most current information and guidance pertaining to NAVSUP ordering officers.

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IV. FINDINGS AND RESULTS

Data in nine instructions, identified in Table 1, were reviewed and analyzed. Five of the nine acquisition related instructions have been identified by the Directorate as not current, and requiring review and update. Table 1 identifies each instruction and lists the issue dates or dates of the most recent updates to each instruction. Some of the information currently contained in these instructions were found to be outdated, obsolete, and superseded by more recent changes in DOD and DON acquisition policy.

Information contained in some policy letters was found to be inconsistent with information contained instructions and publications on the same subject. For example, a policy letter was recently issued in 2014, to provide guidance regarding Technical Direction, however there were no efforts made to update the corresponding Technical Direction Component Clause which was created in 1992 and is contained in NAVSUP Publication 592. This result is guidance in the policy letter that is inconsistent with the directions of the Component clause.

The NAVSUP Publications listed in Table 6 were reviewed for relevancy. All of the publications listed are relevant to NAVSUP's mission; information contained in them, however, is not current.

NAVSUP has issued more than 142 acquisition related documents in the form of policy letters and directives that provide guidance that supplements the FAR, DFARS, and NMCARS. These documents provide procurement policy, guidance, and information that the acquisition workforce must be knowledgeable of in the performance of their duties. The acquisition workforce refers to these documents for information and guidance regularly. The acquisition workforce can access any of these documents electronically, via the NLL. However, the current process for obtaining and reviewing this information and guidance, when needed, is cumbersome and an inefficient method of providing acquisition related procedures, guidance, and information to the acquisition workforce.

Under the current business practice, employees must search the reference library of policy letters on the NLL to determine if policy exists on a particular subject, then,

access the documents once the determination has been made. Many of the instructions and publications refer readers to additional instructions and publications, and often reference specific policy letters. These documents do not provide hyperlinks for quick linkage to noted references, which leads to additional time expended shifting from one policy letter or directive to another.

The information provided above represents a weakness that exists within one of NAVSUP's current business processes. Acquisition related policy letters and directives pertinent to the mission were identified and reviewed for relevancy. Based on the results of this analysis, a different approach to maintaining and communicating supplemental acquisition related information is justified.

V. CONCLUSION AND RECOMMENDATIONS

A. CONCLUSION

A proficient acquisition workforce is a workforce that has the necessary tools available to them when needed. When questions arise, the workforce needs to know where to find the answers. To effectively support the acquisition workforce, resources like acquisition regulations and supplements, policy letters, and directives must be current and accessible, well organized, and the process for searching them must be efficient. It is important that NAVSUP communicates its acquisition business practices across the NAVSUP Enterprise through efficient and effective communication channels. A NAVSUP acquisition supplement is one step towards better communication with NAVSUP NFCS activities.

Information management requires efficiently and effectively capturing, managing, preserving, storing and delivering accurate information to people at the right time. There is room for improvement throughout DOD in the area of information management. “The Navy collects more information than the Library of Congress,” stated United States Secretary of the Navy, Ray Mabus, during his speech at the Navy League’s 2015 Sea-Air-Space Exposition, April 2015. He discussed the challenges the Navy faces with managing, controlling, and using all of the information that is collected. “Processes will only succeed if adequately skilled and motivated employees supplied with accurate and timely information are driving them” (Cavanaugh et al., 1999).

Development and use of acquisition supplements is a best practice used within agencies throughout the DOD. Other contracting activities like the Naval Sea Systems Command, Naval Air Systems Command, Space and Warfare Command, and Naval Facilities Engineering Command have developed acquisition handbooks, guidebooks and supplements to streamline their process of communicating guidance to their acquisition workforce. Additionally, best practices across the DOD include ensuring compliance, consistency, transparency, quality, accountability and responsibility exists within the

acquisition community. Communicating acquisition policy and information efficiently and effectively will ensure that these best practices continue to evolve.

B. RECOMMENDATIONS

Based on my research, I recommend that NAVSUPSYSCOM HCA streamline its method of maintaining and communicating acquisition related information to its contracting workforce by creating a single repository for NAVSUP acquisition related policy letters and directives. Consolidation of these documents into a single NAVSUP acquisition supplement will improved the current business practice of communicating NAVSUP policy, guidance and information via 155 different documents that must be looked up and reviewed independently.

Development and use of a NAVSUP acquisition supplement would provide a more effective and efficient process for supplementing the FAR, DFARS, and NMCARS guidance, and communicating additional policy and information to the acquisition workforce. A considerable number of existing policy letters and directives contain information that is not current. Information contained in these policy letters and directives should be revised prior to including it in an acquisition supplement. NAVSUP should develop a method and schedule for periodically identifying policies and guidance that warrant revision or removal because they are no longer justified or necessary.

This project was intended to deliver a developed NAVSUP acquisition supplement that included relevant data incorporated from NAVSUP's existing acquisition policy letters and directives. After review and analysis, I concluded that the data contained in those documents should be reviewed and verified for accuracy by NAVSUP's Contracting Management Directorate SMEs before being incorporated into an acquisition supplement.

C. PROPOSED ACQUISITION SUPPLEMENT

Prior to consolidation of existing policy letters and directives into an acquisition supplement, I recommend that SME's within the NAVSUP Contracting Management Directorate review the information contained in each policy letter and directives and document needed changes. To successfully translate strategy into action, I recommend that the NAVSUPSYSCOM Contracting Management Directorate develop a supplement using the following phased approach shown in Table 7.

Table 7. NAVSUP Acquisition Supplement Development Process

NAVSUP Acquisition Supplement Development Process	
Phase I	Incorporate the most current information that pertains to relevant instructions into the draft supplement
Phase II	Incorporate the most current information that pertains to relevant policy letters into the draft supplement
Phase III	Revise relevant publications and add them to the acquisition supplement Annex
Phase IV	Forward draft supplement to the NFCS Chief Contracting Officers, Deputies, and acquisition policy representatives for review and comments
Phase V	Make final revisions to the supplement and obtain approval of the NAVSUP ACOM for Contracting
Phase VI	Post the supplement to the NLL and Contracting Knowledge website
Phase VII	Remove applicable policy letters, and instructions that have been incorporated into the acquisition supplement from the NLL

To the extent possible, the format, arrangement and numbering structure of the acquisition supplement should emulate the FAR. Subdivisions below the section and subsection levels may differ and should be relevant to NAVSUP acquisition policy guidance, and information. The supplement should be maintained by the NAVSUP Contract Management Directorate. Proposed changes to or deviations from the supplement, along with rationale for the changes or deviations should be coordinated with the requester's local chain of command and submitted to NAVSUP HQ, Contracting Management Directorate, Code N7 via email at central mailbox, NAVSUPHQN72RPT@navy.mil. The supplement should also provide hotlinks to

specific sections within the supplement when they are referenced via hyperlinks. NAVSUP forms referenced in the supplement should be contained in an annex of forms. The primary content of the supplement will include relevant information incorporated from NAVSUP's 155 policy letters and 13 directives. The acquisition template Table of Contents depicted in the Appendix provides an example of where some of the existing supplemental information should be documented.

D. SUMMARY

The goal of this project was to identify, research, and address NAVSUPSYSCOM's business process for providing supplemental FAR, DFARS, and NMCARS guidance, and communicating NAVSUP acquisition related policy, guidance, and information to the acquisition workforce. My goal was to answer the primary question related to improving a business process. This project focused on the process for effectively and efficiently communicating acquisition policy, guidance and information to NAVSUP's NFCS activities. Chapter I discussed NAVSUPSYSCOM's current process of communicating acquisition related information to its acquisition workforce and the development of an acquisition supplement to streamline the process. Chapter II discussed the DAR system as a means of disseminating acquisition rules and regulations. Chapter III is a review and analysis of the data currently available and accessible to the NFCS. It depicts 155 different documents that the acquisition workforce must access to review NAVSUP policies and directives. Chapter IV discusses findings and results of the data and analysis conducted as part of this project.

I have recommended a new business practice that, if used, will streamline NAVSUP's business practice of communicating supplemental FAR, DFARS, and NMCARS guidance, and NAVSUP policy, guidance, and information, via 155 individual documents. A focus area of NAVSUP's Commander's Guidance for 2015 includes "ease of use for the systems and tools required to meet our mission" (NAVSUP, n.d, p. 2). The acquisition environment is constantly changing, and the NAVSUPSYSCOM should continue to take action to "simplify the workforce experience in accessing the systems, tools, and information used day-to-day" (NAVSUP, n.d., p. 2).

APPENDIX. ACQUISITION SUPPLEMENT TEMPLATE

**NAVAL SUPPLY ACQUISITION
SUPPLEMENT (NSAS)
JANUARY 20XX Edition**

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(END TEMPLATE)

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